

Retention Manager User Documentation

This is user documentation on how to use the Retention Manager application in the Palantir Gotham workspace.

TABS - MASTER, CREATE, REVIEWED

There are currently 4 views of the Retention Manager:

- **Master** - see cases coming up for purge, as well as accompanying information to help decide whether to approve for purge or dig deeper. Also contains search functionality.
- **Create** - queue objects up for hard delete by associating existing objects to a Retention Case object type with a purge date and justification.
- **Edit** - edit what gets deleted by modifying the a case's object web. Delete links and recompute the web until it looks ready, then finalize it by approving and publishing changes to base realm.
- **Reviewed** - cases queued up for purge. Cases will be cleared on a monthly basis.

REVIEWING CASES

When the Retention Manager is opened, you will find yourself in the Master view that allows you to see the cases coming up for purging, as well as some characteristics and flags (more below) to help you make a decision whether to approve it for purge or to explore further.

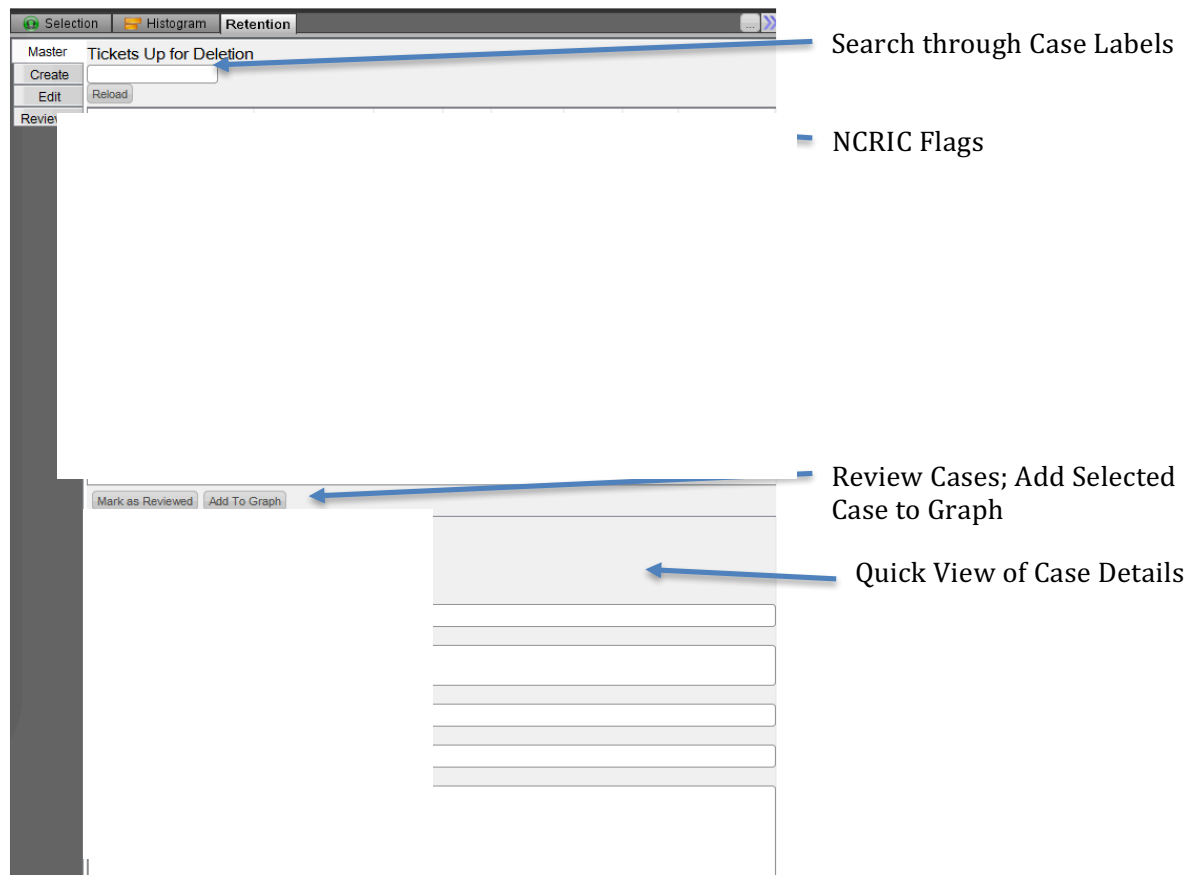
The current processing logic looks at *all* objects linked to a case (SAR, EPAK, AdHoc, Case Support) in any way, whether one link or X links away. All objects will be subject to hard delete.

In the event that you want to preserve an object, you will have to “delink” the object from the web and publish the delinking. See the “Edit” section for more information.

To explore an object further, simply select the case you want to investigate, and then click the “Add To Graph” button.

If everything looks good, click on the “Mark as Reviewed” and the case will be cleared from the queue.

If at anytime you want to reverse your decision or see the cases already marked as reviewed, you can click on the Reviewed tab to view them.



NCRIC Flags

In the Master and Reviewed views, you will find that each case has accompanying flags that tell you at a glance some of its characteristics that might warrant further investigation.

The flags set for NCRIC are:

- **RMS** - cases linked to objects sourced to Data Sources that contain the string “RMS” in the Data Source name or Data Source property on the object..
- **Case** - cases linked to other cases (SAR, EPAK, AdHoc, Case Support) that will be subject to retention requirements. In any given web that has multiple

cases subject to retention requirements, the earliest purge date will be respected.

- **ALPR** - cases linked to objects that are of object type ALPR Hit.
- **TSC** - cases linked to objects that have a Request Type property equal to the value of "Tsc Hit"
- **Large** - cases linked to more than 100 objects in the web. The "purge size" will be listed as "Large" and the flag fields will be "?" as the DART backend job didn't parse through the entire web. Clicking "Add to Graph" will **not** show you all items. You should do search rounds until you get the full web and/or decide to delink objects at critical nodes to limit the expansion of the web.

Label	Purge Date	Purge Si...	RMS	Case	TSC	ALPR
EPAK-20...	02 Mar, 2017	Large	?	?	?	?

EDITING CASES

In the Edit tab, you can edit and recompute what is being deleted. Changes are staged in your investigation and are not pushed to base realm until you click the "Review and Publish" button.

- **Delete Selected Links** – select one or more links and delete them. This deletes the actual link between the objects and doesn't just remove them from the graph. You need at least Write access on the whole link in order for this to be successful. You will get an error message if link deletion failed. You might need to increase your Investigative Authorization in order to delete the links.
- **Add Selected Case** – select the case that you want to edit. You need to select exactly one object of the appropriate retention object type. You will get an error message if it fails to get added.
- **Compute** - for the case selected, compute the new web and see what objects are slated to be deleted. **Note:** as mentioned above, all objects linked to a case (whether 1 hop or X hops away), will be subject to this computation. If the web is extraordinarily big, the computation time might be significant.
- **Review and Publish** – once you feel comfortable with the changes and with the details in the compute section, click this button to publish all changes and mark the case as approved. This step also reruns the *Compute* function and checks what to delete based on the current mapping of the objects.

- **Conflict Flag Buttons** – click on the conflict flag buttons to select all object that belong to that flag.

The screenshot shows a software interface with several buttons and sections. Blue arrows point from text labels on the right to specific buttons or sections in the interface.

Buttons and Sections:

- Delete Selected Links
- Add Selected Case
- Compute
- Review and Publish
- RMS Conflicts:
- Case Conflicts:
- TSC Conflicts:
- ALPR Conflicts:
- Other Objects To Delete:

Annotations:

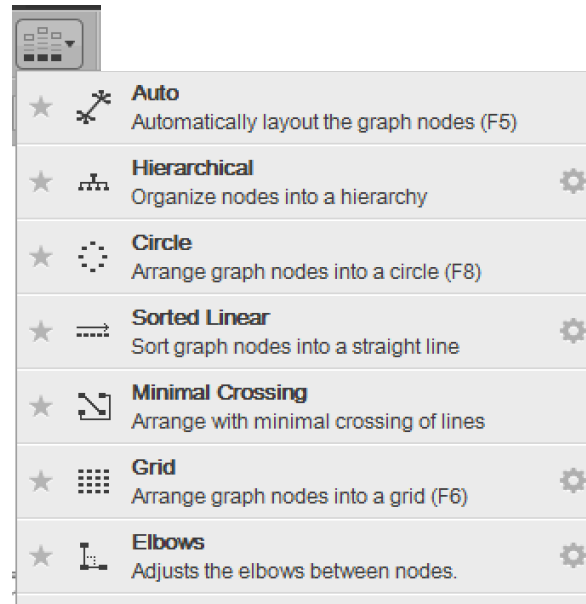
- Delete Selected Links (points to the button)
- Add Selected Case (points to the button)
- Compute (points to the button)
- Review and Publish (points to the button)
- Select all objects of Conflict Flag (points to the 'RMS Conflicts:', 'Case Conflicts:', 'TSC Conflicts:', and 'ALPR Conflicts:' sections)

Text Content:

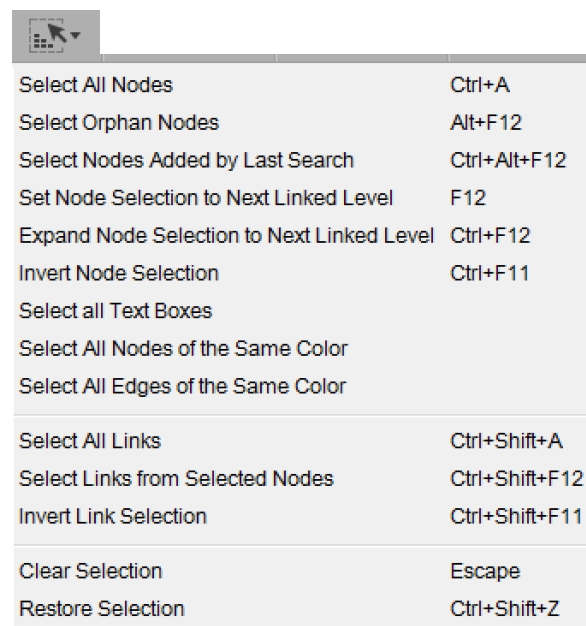
- Tip Lead
- 10 objects will be deleted
- Expires on 25 Apr, 2017
- ALPR Hit at 019D
- ALPR Hit at 56C
- Person W
- Vehicle F
- Vehicle Y
- Person E

When editing a case, here are some tips on how to best manage the web:

- Make sure that your investigative authorization is maximized.
- Disentangle the web one Searcharound at a time, to remove highly linked objects as soon as possible.
- Use the graph layout tool in the Graph to help identify objects to delete



- Use the selection tool in the Graph to help quickly select links to delete



CREATING CASES

If you want to queue objects up for purge, the steps are as follows:

- Go to the Create tab.
- Add the relevant objects to the helper using the “Add Selected Objects To Case” button.
- Fill in details on the desired Case Label title for the Retention Case, as well as accompanying justification and purge date. These are required fields.
- When ready, you can click “Create Retention Case” to create a Retention Case which will be linked to all the objects.
 - This is not the final step. If you find that you made a mistake, simply delete the Retention Case. It has not been published to the base realm yet.
- Review all objects to make sure that everything is in order. Once ready, click “Publish Selected Cases” to queue them up for deletion.
- You can now click “Reload” on the Review panel and the new Retention Case should show up. Or you can search for the Retention Case using the search field.